



"Building a Better Maine for 30 Years"

State of Maine

Community Development Block Grant Program

2005 Non-Profit Development Grant Program Application Package



Office of Community Development
111 Sewall Street
59 State House Station
Augusta, ME 04333-0059
Phone: (207) 624-7484 TTY: 1-800-437-1220
www.meocd.org



Non-Profit Development Grant Program

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Application Timetable & Requirements



The timeframe for the Application Process is as follows:

Applications Due – **NO LATER THAN 4:00 P.M., FRIDAY, JANUARY 14, 2005.**
Late submissions will not be accepted and will be returned unopened
FAXED COPIES WILL NOT BE ACCEPTED.

Targeted Date for Project Development Phase Invitations – **FEBRUARY 18, 2004**

Applications must be received at the:

**OFFICE OF COMMUNITY DEVELOPMENT
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
59 STATE HOUSE STATION
111 SEWALL STREET
AUGUSTA, MAINE 04333-0059
FOR FURTHER INFORMATION: (207) 624-9819 TTY: 1-800-437-1220**

SUBMISSION REQUIREMENTS

See Page 5 for packaging instructions.
Include only those attachments requested by OCD

ONE ORIGINAL – Packaged in this exact order containing the Signed Cover Sheet with Certifications, Public Hearing Record, Documentation of Status of Non-Profit Developer, Verification of Property Ownership by Non-Profit Developer, Downtown Designation, Slum/Blight Designation, Verification of Pine Tree Zone Status (if applicable), Project Summary (with mandatory photo, etc), LMI Job Summary, Project Timeline (with mandatory attachment), Matching Funds Table with letters of commitment and Budget Summary.

FOUR COPIES – Packaged in this exact order containing **only** the Project Summary (with mandatory photo, etc), LMI Job Summary, Project Timeline (with mandatory attachment), Matching Funds Table with letters of commitment and Budget Summary.

MARGIN AND TYPE SIZE for all Applications must contain margins consistent with those in this Application document and be typed using a minimum size 12 Arial font on 8 1/2 x 11 inch paper.

**NON-CONFORMING APPLICATIONS OR THOSE EXCEEDING THE
ALLOWABLE PAGE LIMITS IN SECTION II (D) WILL NOT BE SCORED.**

This Application Package is available electronically at:

www.meocd.org

Non-Profit Development Grant Program

A STEP-BY-STEP GUIDE FOR SUCCESSFUL APPLICATION SUBMISSION



1. **Read the entire Application Package carefully!** Be sure to follow instructions on Page 3 as to due date, number of copies submitted, font size, and paper size, and margins. For additional information on all CDBG programs consult the 2005 CDBG Program Statement available on the OCD web site.
2. Complete the Application Cover Sheet on Pages 10-12. The Cover Sheet contains places for signatures and lists all state and local regulations that applicants certify they will follow if awarded CDBG funds. Make sure all required signatures are obtained. At a minimum, each applicant and Non-Profit Development Organization will need the signature of their Chief Executive Officer (CEO). In addition, signatures are required from each CEO for multi-jurisdictional Applications.
3. Complete the necessary information for the Threshold Review Analysis on Pages 8 & 9. This includes documentation of bone-fide status of Non-Profit Development Organization, their ownership of the project site, verification that project site is in a designated downtown area and that the site is officially designated as a blighted area. (See Pages 15-18 of this application for Slum/Blight submission requirements.)
REMEMBER, FAILURE TO MEET ANY OF THE ABOVE CRITERIA DISQUALIFES THE APPLICATION.
4. Complete the responses to the Review Team Analysis on Page 9. Use only the maximum pages allowable for each response and be sure to include all mandatory attachments.
5. Complete the Matching Funds Table on Page 13. Include only cash commitments and be sure to attach letter of commitment for each source listed on the table.
6. Complete the Budget Summary on Page 14. Include all cash and in-kind commitments. Be sure the final amount indicated equals the total project amount.
7. Attach documentation of local public hearing to the original and all four copies of the Application. This must be in compliance with the requirements set forth on Page 6.
8. Attach written verification from the regional Pine Tree Zone Manager that project activities will take place in a designated Pine Tree Zone (if applicable). 10 Point Bonus
9. Package your Application exactly in the order specified on Page 5 and be sure to submit 1 original and 4 copies that meet the requirements contained on Page 3. Do not include binders, report covers, or folders, as they will be discarded prior to scoring.
10. Remember! The Application due date is 4:00pm Friday, January 14, 2005.

Contact us or download an electronic version of this Application at:

[**www.meocd.org**](http://www.meocd.org)

or call (207) 624-7484.

Non-Profit Development Grant Program

Application Checklist & Packaging Requirements

Use this to make sure your Application contains all required submissions and is packaged in the proper order!



A complete original application consists of all the following items packaged in this exact order. The four copies must only include everything below the double line in exact order starting with the Maximum 2-Page Project Summary.

- ☐ Cover Sheet with original signatures of Applicant and Non-Profit Developer;
 - ☐ Public hearing record including published public notice, attested hearing minutes and attendance list;
 - ☐ Documentation of bone-fide status of Non Profit Development Organization;
 - ☐ Verification of ownership of NPDG project site by Non-Profit Development Organization;
 - ☐ Documentation that project site is in an officially designated downtown area;
 - ☐ Documentation that project site is a designated blighted area (see Pages 15-18);
 - ☐ Written verification from regional Pine Tree Zone Manager that NPDG project site is located in Pine Tree Zone (*10 point Bonus, if applicable*).
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- ☐ Maximum 2-page Project Summary with mandatory photo, drawing or map;
- ☐ Maximum 2-page summary of potential new job creation for LMI persons;
- ☐ Maximum 2-page assurance that NPDG activities will be completed within 12 months of CDBG contract award with mandatory 2-Page engineering report and/or professionally produced cost estimate;
- ☐ Matching Funds Table with attached letters of commitment;
- ☐ Budget Summary; and

Incomplete or improperly packaged applications will not be reviewed.

Include only materials requested by OCD; do not provide additional attachments!

SECTION I. NON-PROFIT DEVELOPMENT GRANT APPLICATION OVERVIEW

A. Introduction

The Non-Profit Development Grant Program (NPDG) provides funding for communities forming partnerships with local certified non-profit development organizations to carry out activities in blighted areas located in designated downtown areas which will foster community economic development initiatives leading to the elimination of slum and blight and increased job opportunities for LMI persons.

B. Public Hearing Requirements

Each applicant is required to hold a duly authorized public hearing during the Application process with a minimum of 10 days prior notice. The hearing must be advertised in local newspapers and posted according to local requirements. **Applicants must attach a copy of the published hearing notice, attested copy of the minutes and attendance list to the original and all four copies of the Application.**

C. Documentation of CDBG National Objective:

Applicants must demonstrate at the time of application that the project meets the National Objective of preventing or eliminating slum or blighting conditions. An officially adopted declaration of slum/blight conforming to the requirements of MRSA Title 30-A, Chapter 205, 5202 and HUD must be submitted with the application. For spot blight activities documentation must be submitted substantiating the condition of the structure as "blighted." **See Pages 15-18 of this Application for submission requirements for both area-wide and spot blight.**

D. Maximum NPDG Grant Amount: \$250,000

E. Matching Funds Requirements

Communities applying for NPDG funds must demonstrate they will provide a direct cash match of **at least 20% of the total CDBG grant award.** This must be reflected on the Matching Funds Table contained on Page 13 of this Application Package. Firm letters of commitment for all cash matching funds must be attached to the table.

F. Project Implementation:

Implementation of all project activities must be carried out by a bone-fide non-profit development organization meeting the requirements of I (F) below, which has established a contractual relationship with the applicant community.

G. Bone-fide Non-Profit Development Organization:

NPDG activities may only be carried out by bone-fide non-profit development organizations that meet the Internal Revenue Service definition as a non-profit, **and** are organized under state or local law to carry out community and economic development needs of the applicant community. Examples of bone-fide non-profit development organizations include but are not limited to: Neighborhood-Based Non-Profit Organizations, Local Development Corporations, SBA Section 504 Certified Development Companies, Small Business Investment Companies organized under 15 USC Section 681 and Community Action Agencies. Final determination on the bone-fide status of Non-Profit Development Organizations as eligible participants in the NPDG program will be solely up to OCD.

H. Ownership of NPDG Project Site:

The non-profit development organization must own the site on which all NPDG activities will take place. Long-term lease arrangements or purchase and sales agreements will not qualify.

I. Applicant Prohibitions

Units of general local government may not apply for more than one NDPG program per grant year. **Eligible units of general local government may apply for CDBG assistance on behalf of the five Maine Indian Tribes. Maine Indian Tribes are not themselves eligible applicants.**

J. Multi-Jurisdictional Applications

A multi-jurisdictional application is one submitted from two or more communities joining together to create a single NDPG program to meet shared problems in the respective communities.

K. Application Process

The selection process for the NDPG Program consists of two phases - an Application Phase and a Project Development Phase.

1. Competitive Application

The applicant must complete all the required sections of the Application and may only attach additional information if specifically requested. The focus of the review is to assess the readiness, feasibility, impact, health and safety issues and need for funding from the basic facts of the situation and proposed solution. Reviewing and scoring of applications will begin following the application deadline of January 14, 2005. Each application will be rated on its own merit and in relation to all other applications. After the scoring process is completed, successful communities will be invited into the project development phase.

2. Project Development

An invitation into the Project Development Phase reserves funds for the project. Program funding is contingent upon the Office of Community Development's (OCD) receipt of funds from HUD and successful completion of Project Development criteria. All aspects of the Project Development Phase must be completed prior to the execution of a contract with OCD and include:

- 1) environmental review;
- 2) cost analysis and justification;
- 3) non CDBG project funds commitments;
- 5) management plan development; and
- 6) specific state and federal requirements.

The emphasis during the Project Development Phase is on development of the best project to meet the community's NDPG needs. A Development Project Manager will be assigned to work with each community to assist in the finalization of their project. **Applicants have four months to complete the project development phase process or notice of award may be rescinded.** Project Development Phase Planning grants may be available to assist communities with the project development phase.

3. Project Implementation

Following contract execution, the community will be awarded NDPG funds and will begin to implement their project. The Development Program Manager will remain involved with the community throughout project implementation providing technical assistance and to monitor for compliance with federal and state regulations.

SECTION II. NON-PROFIT DEVELOPMENT GRANT PROGRAM APPLICATION INSTRUCTIONS AND SCORING CRITERIA

A. Introduction

Scoring criteria are described below. Each application will be rated in relation to all others in a **four-stage process** described in Sections C – F below.

All application pages must be on 8 1/2 x 11 inch paper with a print size no smaller than that in this application package. Please refer to Page 5 of this application package for required packaging instructions. All Nonconforming applications will be returned unscored.

Eligible activities in the NPDG Program are demolition, site clearance, structural stabilization, removal of environmental contaminants, installation of security devices, including sprinkler systems and smoke detectors, energy conservation measures, including replacement of heating and cooling equipment, removal of architectural barriers, and replacement of landscape materials, sidewalks and driveways where it is incidental to rehabilitation of the property. **Development of housing units as a stand alone activity, sewer, water, roads or streets and other public infrastructure improvements are not eligible.**

B. Cover Sheet

On Page 10 in this Application Package is the Cover Sheet. The Cover Sheet consists of three sections:

1. Applicant and Non-Profit Developer Identification

Community's and Non-Profit Developer's name, address, Chief Executive Officer (CEO), contact person, and phone numbers. The Cover Sheet must be completed, signed, and attached to the front of the application.

In multi-jurisdictional applications, one unit of local government must be identified as the lead applicant. Signature of the Chief Executive Officer of **each other participating unit** of general local government signifies approval for the lead applicant to apply on its behalf.

2. State Certifications

List of State Certifications that applicants agree to follow if they are awarded NPDG Program funds.

3. Federal Certifications

List of Federal Certifications that communities agree to follow if they are awarded NPDG Program funds.

C. Threshold Review Analysis – 35 Points

OCD staff will review each NPDG application for compliance under the three threshold criteria listed below. **Failure to meet any of the three criteria will result in the application being disqualified.** Each application meeting the three threshold criteria will be awarded the **full 35 points obtainable.**

Documentation of bone-fide status for Non-Profit Development Organization carrying out NPDG activities. This documentation must clearly demonstrate the Non-Profit Development Organization meets the requirements set forth in Section I (F) of this application such as copies of articles of incorporation, legislation, etc.: **10 points**

Verification of property ownership of project site by Non-Profit Development Organization. Applicant must submit copy of deed, etc. Long-term lease arrangements or purchase and sales agreements will not qualify.: **10 points**

Documentation that project site is in a designated downtown area as defined in an adopted and consistent comprehensive plan and/or an approved downtown revitalization plan; and that proper slum/blight designation exists for the site. The applicant must submit the map and text designating the NPDG project site as a downtown area which meets the definition under PL 776; See Pages 15-18 of this Application for required Slum/Blight submissions: **15 points**

D. Review Team Analysis – 65 Points

Members of the three-person OCD Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the four scoring areas below and be determined by the total of each sub-scoring area. A maximum of 65 points is obtainable.

Applicants must submit a maximum **2-page** Project Summary of all activities to be funded with NPDG and matching funds. In addition to the summary the applicant **must** submit a photo of the project site (aerial, etc) and/or a detailed project drawing or map: **20 points**

Applicants must submit a maximum **2-page** summary of potential new jobs, which may be created for LMI persons as a result of the NPDG project: **10 points**

Applicants must submit a maximum **2-page** assurance that NPDG activities will be **completed within 12 months** of CDBG contract award; including a summary of any financial, permitting, political, environmental or contracting concerns which could delay the project. In addition to the summary the applicant **must** submit a maximum **2-Page** engineering report and/or professionally produced cost estimate: **20 points**

Applicants must submit the Matching Funds with letters of commitment & Budget Summary. These documents are contained on Pages 13 and 14 of this application. The review team will assess if the project is fully funded and ready to proceed in a timely manner: **15 points**

E. Pine Tree Zone Bonus – 10 Points

NPDG applications supporting project activities taking place in a designated Pine Tree Zone shall receive a bonus of **10 points**. The applicant must submit written verification from the Pine Tree Zone Manager responsible for the PTZ where the proposed NPDG project will take place.

F. Final Application Score

Each application will receive a Final Application Score consisting of adding the sum of the Threshold Review Analysis, the average of the three Review Point Totals and the Pine Tree Zone Bonus, if applicable. **A minimum Final Application Score of 75 points** will be required for an application to be considered for funding. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow.

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
COVER SHEET AND CERTIFICATIONS**

Non-Profit Development Grant Program

A. Applicant and Non-Profit Developer Identification

Applicant:			
Address:			
Town/City/County:			
Zip Code:			
Chief Executive Officer:			
Phone Number:		E-mail:	
Non-Profit Developer:			
Address:			
Town/City/County:			
Zip Code:			
Chief Executive Officer:			
Phone Number:		E-mail:	

B. The Applicant Certifies That:

1. State Certifications

- a. To the best of my knowledge and belief, the information in this Phase I application is true and correct;
- b. the governing body of the applicant has duly endorsed the document;
- c. a local cash match that directly relates to the proposed activity and is the equivalent of 20 percent of the NPDG grant amount must be provided if the applicant is invited to proceed;
- d. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- e. it will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- f. it will comply with all applicable State laws and regulations.

2. Federal Certifications

- a. it will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;

b. it will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:

(i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or

(ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.

c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;

d. it will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;

e. it will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;

f. it will comply with the requirements of Section 319 of Public Law 101-119 regarding government-wide restrictions on lobbying; and

g. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.

Applicant

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Signature of Chief Executive Officer

Name of Community

Date: mm/dd/year

Non-Profit Developer

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Signature of Chief Executive Officer

Name of Non-Profit

Date: mm/dd/year

Signature of Each Participating Applicant in a Multi-Jurisdictional Application

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Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year
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Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year
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Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year
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Community Development Block Grant Program

Matching Funds Table (Include Cash Commitments Only)

Potential funding sources sought: Please enter the sources of funds that you intend to apply to this project (federal and state funding, bank loans, bonds, etc.). For all sources, please indicate the status of the commitment to the project at the time of this application. The three choices are: 1.) no contact has yet been made with the potential funding source 2.) contact has been made with the funding source but a commitment has not yet been received 3.) funds are currently committed for the project. Also, for borrowed funds or funds from bond sales, please state the term, interest rate, and any applicable revenue coverage or debt service reserve amount which is likely to be required by the lender or bond underwriters.

Source	Grant/Loan	Amount	(Please check the number below that relates to each funding source status as described above)			Terms of borrowing or bond sale
			1	2	3	

Letters of Commitment for all Cash Matching Funds listed must be attached to this table.

**Community Development Block Grant
Non-Profit Development Grant Program**

Budget Summary (Include Cash & In-Kind)

Cost Category	Column 1 CDBG	Column 2 Local	Column 3 State	Column 4 Utility	Column 5 Non- CDBG Federal	Column 6 Other	Column 7 Cost Category Total
Security Devices							
Demolition							
Site Work							
Removal of Barriers							
Environmental Cleanup							
Energy Conservation							
Sidewalks & Driveways							
Site Stabilization							
Landscaping							
Legal Expenses							
Inspection							
Architectural							
Engineering							
Administration							
Other (List)							
1.							
2.							
3.							
TOTAL COSTS							

Directions for Completing Budget Summary

1. For each applicable cost (cash and in-kind) in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-6.
2. List the total dollar amount for each cost category in column 7, Cost Category Total
3. Enter the total of all Cost Category amounts in column 7 in the TOTAL COSTS box directly under column 7.
4. **Submit a copy of this Summary with the original and all four copies of the application.**

NON-PROFIT DEVELOPMENT GRANT PROGRAM SLUM AND BLIGHTED AREA DOCUMENTATION

A definition of a slum and blighted area can be found in the MRSA Title 30-A, Chapter 205, 5202. The following definition of a blighted area will serve as a starting point in determining if the proposed area in your community may qualify under this national objective.

- A. An area in which there is a predominance of buildings or improvements which are conducive to ill health, the transmission of disease, infant mortality, juvenile delinquency or crime and are detrimental to the public health, safety, morals or welfare because of:** 1) Dilapidation, deterioration, age or obsolescence; 2) inadequate provision of ventilation, light, air, sanitation or open spaces; 3) high density of population or overcrowding; 4) the existence of conditions which endanger life or property by fire and other causes; or 5) any combination of these factors.
- B. An area which is a menace to the public health, safety, morals, or welfare in its present condition because of:** 1) the predominance of inadequate street layout, unsanitary or unsafe conditions; 2) tax or special assessment delinquency exceeding the fair value of the land; 3) the existence of conditions which endanger life or property by fire and other causes; or 4) any combination of these factors.

The important thing to remember is that it is necessary to target an **area** to meet this national objective. This area must be defined by the applicant and shown to have contiguous boundaries and interrelated problems causing the **entire area** to be blighted.

In addition to the state definition of blighted area, the HUD rules for CDBG Program activities defines further what conditions must exist for an area to be considered blighted. These conditions are: 1) the local area meets the definition of a blighted area under state or local law; 2) throughout the blighted area there is a **substantial** number of deteriorating buildings or the public improvements are in a **general** state of deterioration; 3) the CDBG activities will address one or more of the conditions which contributed to the deterioration of the area; and 4) records are retained that sufficiently document that a project meets the national objective of addressing slums and blight on an area-wide basis.

Your community must take into consideration **both** the state and CDBG requirements when qualifying a slums/blight area-wide project. First, you should review the State Statute above to make sure the area in question is applicable. Then you should apply the HUD Condition (B) related to **buildings or public improvements**. In the case of public improvements, it is insufficient for only one type of public improvement to be in a state of deterioration, the public improvements **taken, as a whole** must **clearly exhibit signs of deterioration**. If both the state and HUD requirements seem to apply to your potential CDBG project, the following process should occur with **all materials sent to OCD as part of your Project Development submissions**.

REQUIRED DOCUMENTATION

1. Written descriptions of the conditions, which you feel, qualify the area at the time of its designation. This description must be in sufficient detail to demonstrate how the area met all criteria. Also included must be the method by which the area was identified and delineated.
2. Support documentation that details the specific conditions that exist in the designated area. This documentation can include, but is not limited to, structural analysis of buildings, photographs,

engineering studies, local code enforcement officials, planning board actions, public health and safety concerns, and actions taken by other state or local authorities.

3. A detailed map outlining the designated blighted area.
4. A Declaration of Slum and Blight enacted by the legislative body of your community. A sample copy of a Declaration of Slum and Blight is attached.

DECLARATION OF SLUM AND BLIGHT

MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

It is hereby found and declared:

That there exists in the Town/City of _____ a deteriorating, dilapidated, slum and blighted area, dangerous buildings, deficient public improvements and incompatible uses of property, which constitute a serious and growing menace, injurious and inimical to the public health, safety, morals and welfare of the residents of the Town/City of _____.

That the existence of such an area, as shown on the attached map and identified as _____, is found to be consistent with Maine State Statute 30-A, Chapter 205, Section 5202 and regulations set forth by the United States Department of Housing and Urban Development in 24 CFR Part 570.

That the blighted area will be addressed with Community Development Block Grant (CDBG) and other funds through eligible activities, in accordance with all CDBG regulations and Maine State Statute 30-A, Chapter 205, Sections 5201 through 5205.

That the activities to be conducted are designed to eliminate the causes of slum and blight.

The Declaration with attendant documentation is hereby enacted on the _____ of _____, 20__ and is effective from this day forth until such conditions have been remedied through completion of the CDBG project.

AUTHORIZED SIGNATURES

_____ Name	_____ Date
_____ Name	_____ Date
_____ Name	_____ Date
_____ Name	_____ Date

Municipal Seal

DOCUMENTATION OF SPOT BLIGHT

MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

(For sites outside of a designated slum and blight area. You must attach a photo of the site.)

Community: _____

Date: _____

Name or description of building/site: _____

Address of site: _____

Description of specific conditions of blight or physical decay of site: _____

Why is this site detrimental to public health and safety? _____

Certification

(Must be signed by Code Enforcement Officer, Building Inspector, etc.)

I hereby certify that to the best of my knowledge and experience the site indicated above is blighted in nature, and furthermore is a threat to public health and safety.

Authorized Signature

Date

Printed Name & Title

**THIS MATERIAL IS AVAILABLE IN ALTERNATIVE FORMAT
UPON REQUEST**

CONTACT

**ORMAN WHITCOMB, DIRECTOR
OFFICE OF COMMUNITY DEVELOPMENT
111 SEWALL STREET
59 STATE HOUSE STATION
AUGUSTA, MAINE, 04333-0059
TELEPHONE (207) 624-7484
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www.meocd.org



**EQUAL HOUSING
OPPORTUNITY**